

**Planning Board
Meeting Minutes
January 3, 2023
6:31 PM-7:26 PM**

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TOWN OF WESTBOROUGH

Planning Board Present: Chairman Mark Silverberg via Zoom, Jon Pezzoni, Hazel Nourse, Peter Bouchard
Also present: Jim Robbins-Town Planner via Zoom, Kristen Belanger-Planning Dept. Administrative Assistant

Not present: John Gelcich

The regularly scheduled meeting of the Westborough Planning Board was held in Great Hall of the Forbes Building at 45 West Main St, Westborough, MA 01581 on Tuesday, January 3, 2023. Chairman Silverberg convened the meeting at 6:31 PM.

Approval of Minutes

Member Bouchard made a motion to approve the minutes from the 12/6/22 & 12/20/22 Planning Board meeting. Member Pezzoni seconded.

Vote: 4-0

Continuation of Public Hearing and Decision for Special Permit #2022-3, Stone Inc at 80 Turnpike Rd

Marshall Gould Attorney and Mark Mellegni the applicant attended.

Mr. Robbins referenced Mr. Gould's changes in the decision.

- Garage bay doors on Westerly side
- Fire thermal and sound insulation
- Suggested removing proofing and changing to reduction.
- Property has variance for ground sign
- Added Chapter 40A

Lisa Allain, Town Engineer recommendations:

- 20 feet for light poles
- Stormwater management plan to be reviewed by DPW prior to building permit
- Modification to onsite utilities

The Applicant accepts all of Ms. Allain's changes.

Mr. Robbins talked to Chris Payant, DPW Director, about excess sewer capacity.

Mr. Gould said they are not opposed to the concept, the last two users were manufacturing and a school classroom. A good portion of the second floor, back half will be removed reducing sq. ft. of the building. The process they will use is reclamation of water. If they outgrow or choose not to continue the business or rent, they want to be able to sell for the full amount.

Member Nourse agrees that you don't want a building with conditions on it which could prevent it from being sold.

Member Pezzoni would like to see this agreement in writing as part of the agreement.

Mr. Gould does not want to agree if they don't use it, they lose it.

Member Nourse asked if the Applicant is agreeable to work with Mr. Robbins to add the extra paragraph regarding sewer use. Planning Board would not want to hold up the decision. Mr. Gould responded yes they would.

Chairman Silverberg thinks this is an informal agreement between the land owner and the DPW. He doesn't want to add language as a condition of approval.

Member Nourse asked if there can be acknowledgement in the first four paragraphs.

Mr. Robbins can put it under findings.

Mr. Gould didn't realize the allocation was part of a previous agreement. He was told DPW has those numbers. He thinks this is something Planning Board should agree on for all decisions going forward. DPW went back 20 years and determined the highest use and average use. He is nervous about putting that in the decision because he doesn't know what they are agreeing to.

Member Nourse is comfortable approving the decision as is with recommended changes from Ms. Allain and Mr. Gould.

Chairman Silverberg thinks sewer allocation needs further discussion and a policy going forward.

He is going to make a note to meet with DPW, Town Counsel and Town Manager.

Member Bouchard made motion to close the public hearing for 80 Turnpike, Stone Inc Special Permit. Member Pezzoni seconded.

Vote: 4-0

Member Bouchard made a motion that the Planning Board approve the Special Permit for Stone, Inc. at 80 Turnpike Road dated January 3, 2023, with any edits and/or additions made or referenced during this evening's Planning Board Meeting. Member Pezzoni seconded.

Vote: 4-0

Preliminary Subdivision Plan for 48 Flanders Rd. (Waterman Design)

Member Bouchard made a motion that the Planning Board continue its discussion of the proposed Preliminary Plan for a residential subdivision at 48 Flanders Road to January 17, 2023 as requested by the Applicant. Member Pezzoni seconded.

Vote: 4-0

Discussion of Housing Choice Act

Chairman Silverberg and Mr. Robbins are on the subcommittee. They had a meeting with CMRPC to acquire some data needed for a concept plan. Mr. Robbins recommended to Chairman Silverberg that the committee reconvene and get data they requested. A Concept plan needs to be submitted by Jan 31, 2023. There are no zoning changes taking place until 2024. The Housing subcommittee will handle this, the town manager completes the form being submitted.

Formation of Search Committee for Town Planner Position & Discussion of Town Planner Job Description

Kristi Williams, Town Manager, attended to speak about the job description.

The last time it was written was 2012. It was due for an update. They added some references to sustainability, climate action plan and Master Plan Implementation. The typical process is to create a description, Planning Board would approve and then it would be brought to the Select Board meeting to be approved and posted.

Chairman Silverberg touched base with Member Gelcich and he did not have anything to add to the description before the Select Board meeting.

Member Pezzoni asked if it is typical not to list a salary. Ms. Williams responded yes this is the typical process. The job description points out the job code which refers back to the classification plan and back to the salary plan which gets updated annually.

Member Pezzoni made a motion to approve the Town Planner description as provided. Member Bouchard seconded.

Vote: 4-0

Regarding Search committee:

The search committee will consist of Chris Payant the DPW Director, Fred Lonardo Community Development Director, Kristi Williams Town Manager, Jim Robbins Town Planner, two Planning Board members, Select Board member, and Lester Hensley. Ms. Williams responded that the Select Board would sit on the Search committee. The committee will do interviews and assessments and then the Planning Board would interview the finalists. Ultimately Planning Board makes the appointment.

Member Nourse had a question on the recommended number of finalists. She doesn't want to put a number in at this time.

Ms. Williams mentioned that the Search committees are required to recommend a minimum of two candidates.

Chairman Silverberg thinks 7 people on the committee makes sense to him.

Member Gelcich is interested in serving on this committee.

Chairman Silverberg would like to appoint two members of the planning board without mentioning specific names.

Member Nourse asked about timing for the publication.

They are hoping to have a posting out for the month. Then they would start reviewing applications and doing interviews. She would like to have candidates by the meeting in March.

Ms. Williams will narrow down the candidates, do an initial round of interviews, narrow those down and then do some type of questioning or assessment like writing sample. An example would be "What would you do in the first 90 days."

Mr. Robbins thinks once you get to the final 3-5 people, there should be some standardized questioning.

Chairman Silverberg thinks we should establish the committee and then identify people at the next meeting.

Member Pezzoni asked about background for Lester Hensley

Ms. Williams said since he was the chair of the Master Plan Committee he will have a good understanding of marching orders for the new planner. Mr. Hensley has been chair of the Planning Board, Chair of EDC and Chair of the Master Plan Committee.

Member Bouchard made a motion to establish a Town Planner Search Committee for the purpose of evaluating candidates for the position of Town Planner and recommending a minimum of two finalists for the Planning Board's consideration for appointment and further that this committee will be composed of the following:

- Planning Board Representative
- Planning Board Representative
- Lester Hensley, Immediate Former Chair of the Master Plan Committee
- Select Board Representative
- Kristi Williams, Town Manager
- Chris Payant, Public Works Director
- Fred Lonardo, Community Development Director

Member Pezzoni seconded.

Vote: 4-0

Old/New Business

At the next meeting, Mr. Robbins is going to ask Planning Board to release several escrow accounts not being used.

Future Zoning Articles for Town Meeting need to be drafted.

One Article will be changing signage review from the Historic Commission to Design Review Board for downtown.

Member Bouchard made a motion to adjourn the meeting at 7:26 pm. Member Pezzoni seconded.

Vote: 4-0

Respectfully Submitted by Kristen Belanger, Planning Dept. Admin. Assistant

**One board member signature required for approval.*